

Request For Quotations
Outsourcing the Restaurant Services at Blue Triangle Family Hostel
(BTFH)
1, Ashoka Road, New Delhi 110001

Date of Issue: 17th September 2025

Due Date: 26th September 2025 by 4 pm

Sir/ Madam,

The Young Women's Christian Association of Delhi (YWCA of Delhi) wishes to invite competitive quotations to appoint service provider to provide **24 x 7 Restaurant Services for guests and members of YWCA of Delhi, staying temporarily at Blue Triangle Family Hostel, at 1, Ashoka Road, New Delhi, with immediate effect.** In this regard, the Management of the YWCA of Delhi would like to invite the restaurant service providers to submit quotation as per the terms and conditions contained herein.

Request for information

Any query concerning this invitation must be forwarded in writing to the Management by email at hr@ywcaofdelhi.org.

Due date and time for submission of the Quotations

Sealed/Online quotations must be submitted latest by the date and time specified above i.e. 26th September 2025 by 4 pm. Quotations received after the stipulated date and time will not be considered.

How to Apply

Only Restaurant service providers to apply.

Sealed Tenders should be submitted in English, and shall be sealed in envelope indicating the bidder's name, address and Name of quotation referred to.

The envelope shall consist the Technical details and information in the prescribed formats.

You can also submit the quotations on the email id quotations@ywcaofdelhi.org

Yours sincerely,

YWCA of Delhi

BACKGROUND TO THE ORGANIZATION:

The YWCA of Delhi (www.ywcaofdelhi.org) was constituted in 1912 and affiliated to the YWCA of India and the World YWCA. YWCA of Delhi is rooted in the Christian Faith and endeavors to promote the empowerment and right of women and girls irrespective of caste, religion culture and creed. It seeks to develop a membership that is responsive to the changing needs of women & girls in a changing world. YWCA of Delhi promotes development & rights of girls, women and children through its development Projects.

Scope of Work:

1. To Provide quality edible food items including breakfast, lunch, dinner, refreshments, cold-drinks, tea coffee etc for the needs of the residents and guests of the Blue Triangle Family Hostel (BTFH), Participants of Conference Rooms, Students of the Women's Training Institute (WTI), members and staff of the YWCA.

Timing of Services will be as below:

- Breakfast: 07.00 AM to 10.00 AM
 - Main Course: 10.00 AM to 11.00 PM
 - Ready to Serve: 11.00 PM to 07.00 AM (limited menu)
2. To provide Lunch, Dinner and Snacks on a package basis to the person/Company/Parties utilizing the Conference Hall facilities if and when required.

AND WHEREAS for administrative convenience and expediting the YWCA of Delhi wishes to engage the services of a Restaurant Contractor for the above said services, on annual contract basis subject to review during the year for quality assurance and statutory compliances.

Eligibility for Submission of Quotations:

The service provider should have the following qualification to participate in the bidding process

- Minimum five years' experience in providing restaurant services out of which three years' experience in providing restaurant services to hotels / guests houses, institution or independent restaurants, copies of documents in support of experience

have to be enclosed with the bid. Originals will be checked at the time of negotiation meeting.

Should possess all necessary licenses/registrations

- Valid PAN Number in their name
- Valid GST / TIN in their name
- PF/ESI registration
- Valid FSSAI Licenses
- Eating License
- 3 references
- Must have adequate equipment's

Originals will be checked for verification. In case of non availability of any of these mentioned above, the bidders will have to apply for it immediately if/on award of contract.

The contract will be awarded initially for a period of one year which may be considered for renewal at the sole discretion of the YWCA of Delhi up to maximum period of three years.

Vendors who have completed three years at present or are currently providing service are not eligible to apply.

Vendors who have served a gap of one year after serving three years may apply.

Documents to be submitted in Technical Bid

Vendor's Details in the below Format:

| | |
|---------------------------------|--|
| Name of the Agency | |
| Registration No | |
| Year of Registration | |
| PAN No. | |
| GST Registration No | |
| Turnover in last 3 Years | |
| No. of Clientale | |
| EMD Detail | |

Documents to be submitted

1. Copy of the registration certificate of the agency for providing restaurant services.
2. Copy of the pan card.
3. Copy of GST registration certificate.

4. Copy of PF registration.
5. Copy of ESI registration letter.
6. Self - Attested Copies of balance sheet and profit and loss account for the previous three years along with copies of IT Returns.
7. Copies of documents in support of experience have to be enclosed with the bid. Originals will be called for subsequently for verification.
8. EMD of Rs. 10,000/- in form of DD/Banker's Cheque (Refundable if not selected) in the name of YWCA of Delhi along with Bid documents. Bids received without EMD will not be considered.
9. Experience Certificate

Originals will be checked for verification. In case of non-availability of any the above-mentioned documents the bidders will have to apply for it immediately before/on award of the contract.

10. Financial Bid: Bidder should prepare the financial Bid in the Price Schedule as provided below.

QUOTE YOUR PRICES

A. Breakfast Rate

| S. No. | Category | Amount |
|--------|--|--------|
| | Monthly Charges per person's Breakfast | |
| | Taxes | |
| | Total | |

Proposed menu for Breakfast

| | | | | | | |
|--------------|-------------|----------------|-----------------|------------|-------------------------|--|
| Tea & Coffee | Boiled Eggs | Fruits & Juice | Pickles & Sauce | Cornflakes | Bread with butter & jam | Stuffed Parantha with curd / Puri Bhaji / Choley bhature/ Sandwiches/ Upma/ Uttapam/ Idly/Vada/ Besan Chilla |
|--------------|-------------|----------------|-----------------|------------|-------------------------|--|

B. A la Carte Menu rates

C. Conference room Buffet rates

Terms & Conditions

1. The YWCA shall permit the use of the Pantry, Dining Hall in the Blue Triangle Family Hostel and provide adequate space for kitchen for cooking preparations of food and other wholesome edibles: along with toilet facilities in the adjoining area nearby for the use of the staff to be engaged/employed by the Contractor.
2. The tools of the trade, will be provided by the Contractor to his employees like cooking gas, cutlery etc.
3. The contractor will give a discount of 25% to the Members of YWCA of Delhi with valid Membership Number and all the staff of YWCA of Delhi.
4. The Contractor shall pay to the YWCA of Delhi, the use of premises charges per month based on the occupancy as per the table below + taxes, and water and electricity charges to be paid as per actuals by the 7th of every month.

| S. No | Occupancy | Use of Premises Charges |
|-------|-------------------------|-------------------------|
| 1 | Occupancy less than 30% | 15000 |
| 2 | Between 30% to 40 % | 27,500 |
| 3 | Above 40 % | 55,000 |

5. The contractor shall pay 5% of the earnings up to 5 lakhs and 10% for sums above 5 lakhs to the YWCA of Delhi on catering services given to bookings of Conference Rooms including Constantia Hall for each event.
6. That the Contractor shall further ensure proper compliance to the Rules made under the Prevention of Food Adulteration Act.
7. Bidders should have all necessary licenses/registrations for providing restaurant services.
8. The successful bidder shall have to deposit interest free Security Deposit of Rs. 1, 00,000/- (Rupees One lakh only) in the form of Cheque/ Bank draft.